

**BYLAW 1616/23
CIVIC ADDRESSING BYLAW
STURGEON COUNTY, ALBERTA**

A BYLAW OF STURGEON COUNTY, ALBERTA TO DIRECT THE ORDERLY ADDRESSING OF BUILDINGS AND PROPERTIES.

WHEREAS, section 7 of the *Municipal Government Act*, RSA 2000, c M-26 (the Act), and any amendments or successor legislation thereto, authorizes Council to enact a bylaw respecting the safety, health and welfare of people and the protection of people and property;

AND WHEREAS, section 58 of the Act, and any amendments or successor legislation thereto, authorizes a municipality to assign a number or other means of identification to buildings or parcels of land and require an owner or occupant of a building or a parcel of land to display the identification in a certain manner;

AND WHEREAS, it is necessary to put into effect a civic addressing system which can be utilized by Protective Services and Canada Post and for location/direction purposes;

NOW THEREFORE, the Council of Sturgeon County, in the Province of Alberta, duly assembled, enacts as follows:

1. TITLE

1.1 This Bylaw shall be known as the "Civic Addressing Bylaw".

2. PURPOSE

2.1 The purpose of this Bylaw is to assign a number or other means of identification to buildings or parcels of land and require an owner or occupant of a building or a parcel of land to display the identification in a certain manner.

3. DEFINITIONS

3.1 In this Bylaw:

- i. *Accessory Dwelling Unit* means a self-contained dwelling unit, that is located either within or on the same titled *parcel*, and accessory to a *principal dwelling* and meets the Alberta Building Code. *Accessory dwelling units* within the same *building* may or may not share access to the outside and/or other facilities with the *principal dwelling*. *Accessory dwelling units* include but are not limited to *garden suites*; *garage suites*; and *secondary suites*.
- ii. *Address* means a description of the location of a person/organization, as printed on mail as directions for delivery or the location at which a particular person/organization may be reached or found.

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- iii. *Addressing Authority* means the Chief Administrative Officer, or designate, and such employees deemed necessary to carry out the functions of this Bylaw.
 - iv. *Building* means anything constructed or placed on, in, over or under land but does not include a highway or public *road* or a bridge forming part of a highway or public *road*.
 - v. *Civic Address* means the address that is designated by the *Addressing Authority* to a *building* or a *parcel* of land, which includes a combination of numbers, letters and/or words.
 - vi. *Common Property* means that portion of a *parcel* not comprised in a *unit* shown in a condominium plan.
 - vii. *Condominium* means a form of legal ownership of a *unit* with shared ownership in common property.
 - viii. *Dwelling Unit* means a complete *building* or self-contained portion of a *building*, containing kitchen, living, sleeping and sanitary facilities intended as a permanent residence and having an independent entrance either from the outside of the *building* or through a common area inside the *building*.
 - ix. *Garage Suite* means a separate single storey *dwelling unit* developed within or above a detached garage or attached to the side or rear of a detached garage which shall be accessory to a *principal dwelling*.
 - x. *Garden Suite* means a separate single storey *dwelling unit* which shall be accessory to a *principal dwelling*.
 - xi. *Landowner* means:
 - a. In the case of land owned by the Crown in Right of Alberta or the Crown in Right of Canada, the Minister of the Crown having the administration of the land.
 - b. In the case of any other land:
 - b.1 the purchaser of the fee simple estate in the land under an agreement for sale that is subject of a caveat registered against the Land Title Certificate in the land and any assignee of the purchaser's interest that is the subject of a caveat registered against the Land Title Certificate; or
 - b.2 in the absence of a person described in (b.1) above, the person registered under the *Land Titles Act*, RSA 2000, c L-4, and any amendments thereto, as the owner of the fee simple estate in the land.
 - xii. *Land Title Certificate* means the record of title to land maintained by the Registrar of the Alberta Land Titles Office.

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- xiii. *Multi-lot subdivision* means the existence of five (5) or more lots that share the same public access road off a *road*.
 - xiv. *Peace Officer* means a person as defined in the *Peace Officer Act*, SA 2006, c P-3.5, and any amendments thereto.
 - xv. *Parcel* means a lot as shown on an official plan as defined in the *Surveys Act*, RSA 2000, c S-26, and any amendments thereto, that is filed in the Land Titles Office.
 - xvi. *Primary access* means the main access to a *parcel* of land or to a *multi-lot subdivision*.
 - xvii. *Principal dwelling* means the main *dwelling unit* on a *parcel*, typically the first *dwelling unit* constructed on a *parcel*.
 - xviii. *Property* means a *parcel* of land or a building located thereon.
 - xix. *Public Utility Lot* means land required to be given for public utilities under the *Municipal Government Act*.
 - xx. *Registered Plan of Survey* means a plan filed by an accredited Alberta Land Surveyor showing the measurements and dimensions of existing and new *parcel* boundaries.
 - xxi. *Road* means a road right-of-way designed and constructed for public vehicular traffic. This does not include an alley or lane.
 - xxii. *Rural Address* means the address designated by the *Addressing Authority* based on the driveway intersection with a highway, township, or range road.
 - xxiii. *Secondary suite* means a *dwelling unit* developed within, or attached to, a *principal dwelling*.
 - xxiv. *Subdivision* means the division of a *parcel* of land by an instrument, as per the *Municipal Government Act*, or can refer to a *multi-lot subdivision*.
 - xxv. *Unit* means a self-contained portion of a *building*.
 - xxvi. *Urban Address* means the address designated by the *Addressing Authority* and normally based on a street and avenue grid system.

4. ASSIGNING CIVIC ADDRESSES

- 4.1 The *Addressing Authority* is hereby authorized to assign *civic address* numbers within the County in accordance with Section 6 of this Bylaw.
- 4.2 All *parcels/units* within the County shall be designated a *civic address* by the *Addressing Authority* when the relevant conditions are met, including new *parcels/units* created through subdivision and/or development.

- 4.3 The *Addressing Authority* reserves the right, in the interest of service delivery and public safety, to designate or re-designate a *civic address*. Any personal costs incurred to the *landowner* due to an address change will not be the County's responsibility.
- 4.4 The *Addressing Authority* will consider an application to assign or change a *civic address* upon written request by a *landowner*. In all cases, service delivery and public safety shall prevail. A *civic address* change request based on personal numeric preferences shall not be considered.
- 4.5 Upon written notification by the *Addressing Authority* of a *civic address* change or any contravention of this Bylaw, the owner will have thirty (30) days to rectify such contravention.
- 4.6 It remains the responsibility of the *landowner* to inform Land Titles on any address change.

5. PROHIBITIONS

- 5.1 No person shall erect a civic address sign unless it is in accordance with section 6.4 of this Bylaw.
- 5.2 No person shall refuse to erect a *civic address* sign when required to do so by the *Addressing Authority* or a *Peace Officer*.
- 5.3 No person shall refuse to maintain a *civic address* sign.
- 5.4 No person shall alter, remove, damage, destroy or in any other manner interfere with any *civic address* sign erected in accordance with the provisions of this Bylaw, except for the purpose of replacing numbers or correcting errors.

6. PROCEDURES

- 6.1. Allocation of *urban addresses*
 - 6.1.1. Existing *multi-lot subdivisions*
 - (a) Existing *multi-lot subdivisions* will maintain their existing *rural address* as allocated in accordance with section 6.2.4.
 - 6.1.2. New *multi-lot subdivisions*
 - (a) Any new *multi-lot subdivision* (that has been approved by the Subdivision Authority) and located within the boundary of the Sturgeon Valley Core Area Structure Plan, Sturgeon Industrial Park, or Pro North Industrial Park will be assigned a *rural address*.
 - (b) All lots located in any new *multi-lot subdivision* (that have been approved by the Subdivision Authority) and located within the boundary of the Sturgeon Valley South Area Structure Plan area will be assigned an *urban address*. The following guidelines should be implemented:
 - (i) Each street begins with a new address range.
 - (ii) All addresses are assigned in numerical sequence.
 - (iii) No duplicate addresses are assigned.

- (iv) The odd and even relationship is maintained.
- (v) There is sufficient interval between the addresses to allow for future growth.
- (vi) Each address number relates to the one across the street as there should be no excessive range difference between one side and the other.
- (vii) *Accessory dwelling units* shall be numbered by combining the floor number with a number representing a *unit's* geographic relationship to other *units* on the same floor. (e.g. 001 – 1 Valleyview Cr., 102 – 1 Valleyview Cr.; 201 – 1 Valleyview Cr., etc.)

6.2. Allocation of *rural addresses*

6.2.1. Rural Addressing Methodology

- (a) *Rural addresses* are based on *primary access* locations along Township Roads, Range Roads and Highways.
- (b) Each 1.6 km of *road* is divided into 16 address intervals of approximately 100 m in length, creating 32 intervals (16 on each side).
- (c) Address intervals increase from south to north and east to west. Even number intervals are on the north and west sides of the *road*. Odd number intervals are on the south and east sides of the *road*.
- (d) A *rural address* number consisting of four or five digits is assigned to each address interval.
- (e) If access is off a Range Road, the *rural address* number starts with the three digits in the number of the first 1.6km Township Road interval that lies to the south.
- (f) If access is off a Township Road, the rural address number starts with the two or three digits of the first 1.6km Range Road interval that lies to the east.

6.2.2. Two or more Developments off One *Primary Access*

- (a) A numeric suffix for each structure requiring an address off the same *primary access* should be added. The numeric suffixes shall ideally grow with the first structure closest to the *road* as “1” and the second furthest from the *road* as “2”, etc. (Example: 1 1109 TWP RD 514 and 2 1109 TWP RD 514).

6.2.3. Two *Primary Accesses* in One Address Interval

- (a) An alpha suffix (e.g. “A” and “B”) after the four or five-digit portion of the address to identify each primary address and structure should be added. The suffixes shall follow the same pattern as the access intervals in that they grow in a north or west direction from the reference *road*. (Example: 51308A RGE RD 11 and 51308B RGE RD 11).

6.2.4. Multi-lot Subdivisions

- (a) Lots are numbered clockwise if possible. From the *primary access*, numbering starts with one, the first internal side *road* will be the 100 block, the second will be the 200 block, etc. Even numbers shall be assigned consistently to residences on one side of the *road* (north and west where possible) and odd numbers consistently to residences on the other side of the *road* (south and east where possible).
- (b) *Accessory dwelling units* shall be numbered by combining the floor number with a number representing the *unit's* geographic relationship to other *units* on the same floor. (e.g. 001 – 1 51308 RGE RD 11, 102 – 1 51308 RGE RD 11; 201 – 1 51308 RGE RD 11, etc.)

6.3. Civic Addressing Guidelines

6.3.1. Boundary and Common Roads

- (a) On County boundary *roads* and *roads* entering the County, the numbering scheme on the Sturgeon County side will not match that of the neighbouring municipality unless an agreement is reached to harmonize *road* naming and addressing.

6.3.2. Condominiums

- (a) Bareland *condominiums* shall be addressed with each *unit* being assigned a *civic address* the same as a regular fee simple plan of subdivision and with each *unit* assigned a number. Wherever possible, *units* with direct ground access are to be assigned consecutive numbers to the *road* they front. High rise *units* are numbered by combining the floor number with a number representing the *unit's* geographic relationship to other *units* on the same floor (e.g. 101, 102...; 201, 202..., etc.).

6.3.3. Consecutive Numbering

- (a) Numbers assigned to properties must be consecutive. Assigning address numbers to properties along one roadway should indicate the incremental distance of a property from either the beginning or end of a roadway. Only one origin and one end should exist for numbers along a roadway.

6.3.4. Consolidations

- (a) When a consolidation occurs, new numbers are assigned accordingly as required. Address numbers previously assigned are re-used where possible. Costs for the address change will be the *landowner's* responsibility.

6.3.5. Corner Lots

- (a) Corner lots will be allocated a *civic address* on the *road* which provides the *primary access* to the property.
- (b) In the event that a corner lot has *primary accesses* from two *roads*, the *civic address* will be determined by location/orientation of the main door.

6.3.6. County Parks and Open Spaces

- (a) All County owned parks or open spaces are to be addressed in the following priority:
 - (i) entrance to the parking facility;
 - (ii) principal entrance; or
 - (iii) longest frontage along a roadway.

6.3.7. Cul-de-Sac Numbering

- (a) Normally, new cul-de-sacs are to be numbered with even numbers on the west and north and odd numbers on the east and south side of the roadway. The mid-point of the bulb is used to define the split between even and odd numbers.
- (b) Cul-de-sacs that are three lots in length or less, sometimes referred to as "eyebrows", will be addressed consecutively (e.g. 2, 6, 10).
- (c) Cul-de-sacs that are more than three lots in length shall use odd/even parity opposite of each other.

6.3.8. Even / Odd Numbering (Parity)

- (a) Even numbers are assigned to properties on the west and north sides of roadways for both *rural addresses* and *urban addresses*; odd numbers are assigned to the south and east sides. At the start of a roadway, this principle is applied in selecting the even and odd sides. Even and odd intervals shall not "jump" across the roadway because the roadway changes direction. Even and odd numbers should generally "pair-off" across the roadway as closely as possible.

6.3.9. Gated Roads

- (a) Properties on gated *roads* are addressed in the same manner as properties on any other roadway.

6.3.10. Mobile / Manufactured Home Parks

- (a) Mobile/manufactured home parks shall establish a *unit* numbering system for identifying individual dwellings. The *unit* numbers are linked to a single property number which is assigned to the primary entrance of the park. (Example: 101 54500 RGE RD 275). A mobile/manufactured home park may have more than one primary entrance.

6.3.11. Multi-Tenant Commercial Buildings

- (a) In the case of all commercial buildings involving a single building, the *building* shall be assigned only one *civic address*. A *unit* identifier which forms part of the *civic address* shall be used to denote the different portions within the building. In a multi-unit development with more than one storey, the *civic address* is assigned as noted above along with the first number which is the

floor number and the last two numbers which are the *unit* numbers. (Example: Unit 101 57217 RGE RD 233).

- (b) In the case of commercial complexes with multiple commercial buildings on a single lot, each *building* shall be assigned a *civic address* and signage shall indicate the range of *civic addresses*.
- (c) Accessory *buildings* to commercial sites are not to be assigned separate *civic addresses* unless required/requested by a utility company or Sturgeon County Protective Services.

6.3.12. Multiple Industrial *Buildings*

- (a) Where multiple industrial buildings are located on one property, each building shall be assigned one *civic address* and where the location of any *civic address* on any *building* within the complex is not apparent from the adjacent public *road* where access is obtained, the range of addresses and directions to each shall be displayed on a sign visible from the *road* from which principal vehicular access is obtained.
- (b) For *units* in common buildings within an industrial complex, *civic addresses* shall be assigned in the same manner as multi-tenant commercial buildings.
- (c) Accessory buildings to industrial sites are not to be assigned separate *civic addresses* unless required/requested by a utility company or Sturgeon County Protective Services.

6.3.13. Numbering of Accessory Dwelling Units

- (a) In assigning numbers to *accessory dwelling units*, the owner shall adhere to the following schedule:
 - i. Below grade - 001
 - ii. Main Floor –101
 - iii. Second Floor –201
 - iv. Third Floor –301

6.3.14. Multiple Dwellings

- (a) For ground-oriented housing forms with access to the *units* from external doorways (e.g. townhouses), one *civic address* shall be assigned to each *unit*.
- (b) For building-oriented housing forms with access to the *units* from internal doorways (e.g. apartments), *civic addresses* shall be assigned in the same manner as multi-tenant commercial buildings.
- (c) If there are rear entrances, or hidden structures, a post should display the number with an appropriate arrowhead, on the path leading to the entrance.

6.3.15. Numbering on Diagonal Roadways

- (a) The appropriate block (e.g. north / south - Range Road or Street, or east / west - Township Road or Avenue) is determined and applied according to the predominate direction of the roadway.

6.3.16. Numbering When Roadway Changes Direction

- (a) If the named roadway, such as a Crescent or Loop changes direction, the principle of consecutive numbering shall prevail.

6.3.17. Recreational Vehicle Campgrounds and Resorts

- (a) All campgrounds and resorts shall establish a *unit* numbering/lettering system for identifying individual *units* to the satisfaction of the *Addressing Authority*. If a *unit* number/letter system does not exist, one shall be created and approved by the *Addressing Authority*. These *unit* numbers/letters are linked to a single property address which is assigned to the entrance of the campground or resort.
- (b) Wherever possible and practical, different areas of the campground or resort should be identified with unique numbering/lettering such as 100s loop, 200s loop, A loop, B loop, etc. The range of addresses and directions to each area shall be displayed on a sign(s) visible from the *road* from which principal vehicular access is obtained.

6.3.18. Private *Roads*

- (a) The guidelines described in this Bylaw shall apply to lots on private *roads* the same as if they were public *roads*.

6.3.19. *Public Utility Lots*

- (a) Properties that contain such public and private utilities and related facilities such as lift stations, reservoirs, telecommunications towers, etc., require a *civic address*. The facilities shall be numbered on the *road* frontage where principal vehicular access is provided.

6.3.20. Shared Driveways

- (a) Where there is a common entrance for two properties, but the driveway split is not visible from the main *road*, there shall be one post where the two numbers are placed. A second set of numbers shall be placed at the intersection of the two driveways on each side of the intersection.

6.4. Displaying *Civic Addresses*

- 6.4.1. In all cases, the *civic address* shall be displayed, either permanently or temporarily during construction, upon commencement of a building or portion thereof.
- 6.4.2. The *civic address* designated by the *Addressing Authority* must be displayed at all times in a location plainly visible from the *road* using contrasting colours with

characters no less than fifteen (15) centimeters in height in all areas. The *Addressing Authority* may adopt more detailed policies and procedures regarding the standard and installation of *civic address* signs in addition to the Bylaw provided they are consistent with this Bylaw.

- 6.4.3. The *civic address* in urban areas shall be plainly visible and not higher than the first storey of a *building* or at an equivalent height in the case of other *buildings*.
- 6.4.4. The *civic address* in rural areas shall be plainly visible from the *road* on a sign or entrance feature adjacent to the driveway at the property line and shall be contained entirely within the property.
- 6.4.5. In all cases where there are multiple *buildings* on a property, the *civic address* shall be plainly visible at the property line and at the entrance of each *building* or *unit*.
- 6.4.6. In all cases where an *accessory dwelling unit* has been assigned with a unique *civic address* (see section 6.3.13), the *civic address* shall be plainly visible at the entrance of the *accessory dwelling unit*.

7. OFFENCES AND PENALTIES

- 7.1 Any owner who contravenes any provision of this Bylaw is guilty of an offence and is liable upon conviction to a fine of two hundred and fifty (\$250) dollars. Each and every day upon which the contravention continues to occur constitutes another penalty offence.

8. PROVINCIAL VIOLATION TICKETS

- 8.1 Where a contravention of this Bylaw occurs, a *Peace Officer* is hereby authorized and empowered to issue a Provincial Violation Ticket pursuant to the *Provincial Offences Procedure Act*, RSA 2000, c P-34, and any amendments thereto.

9. SEVERABILITY

- 9.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

10. REPEAL AND EFFECTIVE DATE

- 10.1 Bylaw 825/97 is repealed.
- 10.2 This Bylaw shall come into force and take effect upon being passed.

Read a first time this ____ day of _____, ____.

Read a second time this ____ day of _____, ____.

Read a third time this ____ day of _____, ____.

Alanna Hnatiw
MAYOR

Reegan McCullough
COUNTY COMMISSIONER (CAO)

DATE SIGNED